Using Scantron ParLAN 6.5 for the First Time: Nine Basic Steps

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Step One: Launch the ParSCORE LAN Client

Go to **Start > Programs > ParSCORE LAN 6.5 > ParScore LAN – Client**.

![Figure 1](Start > Programs > ParScore LAN 6.5 > ParSCORE LAN - Client)

Step Two: Login

In the ParSCORE LAN Login window, type your Scantron Login Name and Password. Click the **Login** button.

![Figure 2](ParScore LAN Login Window)

To request a Scantron Account, please contact Susan Gaitan at **sgaitan@fullerton.edu** or (714) 278-4725.

**IMPORTANT:** After you login successfully the first time, click the **Exit** button, located in the lower right-hand corner of the screen. Next type your Login information again, but this time click the **Change Password** button and complete the Change Password process. This is a crucial step to protect the security of your students’ grades.

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Step Three: Create a Class

When you login to ParSCORE LAN, the first thing you see is the Course List window.

To create a new course, click on the **New** button. The Course Setup dialog box appears.

The only required information is the course number (50 characters maximum) and the course title (20 characters maximum), both of which can be anything you want. You are the only person who is ever going to see this information. You may find it is useful to include the course section number and semester so it is easier to find a specific course on your Course List.

When you have finished setting up your course, click on the **OK** button.
Scantron then asks you where you would like to store your course’s files. You can choose any folder or drive you want, but it is highly recommended that you simply choose Scantron’s default directory by clicking on the Select button.

**Note:** If you’re using a Scantron machine in your department, the data will be more secure if you choose a drive or folder on the local machine in the department.

Figure 6
Select Directory Dialog Box

Scantron then asks you if you would like to create a subfolder. Click on the Yes button.

Figure 7
Create Subfolder Dialog Box

The Create Folder dialog box appears. Key in any folder name you wish. Creating a folder name that has meaning to you but is not easily recognized by others provides the best grade security i.e. avoid giving it your name or the name of your course. Do not use any spaces or special characters. Then click on the OK button.

Figure 8
Create Folder Dialog Box
Scantron then displays a dialog box titled **Information**. Unfortunately, the Information dialog box contains absolutely no useful information whatsoever. Click on the **OK** button.

![Information Dialog Box](image)

The Course List window reappears. Your new course appears on the Course List.

![Course List Window with Course Highlighted](image)

You can always edit your Course Setup information by highlighting your course – clicking on it once to ensure that it is highlighted in yellow – and then clicking on the **Edit** button.
Step Four: Open Your Course

On the Course List screen, double-click the course you wish to open. The Roster appears. The roster contains rows and columns that hold student names and test scores.

Step Five: Add Scoring Columns

You won’t be able to do any scanning until you first add at least one score column to your roster. Click on the Add Score Columns icon (the icon that looks like three columns).
The **Add Score Column** dialog box appears.

![Add Score Columns Dialog Box](image)

Select a category and then key in the number of columns you would like to add to your roster. Then click on the **Add** button. For example, one quiz is shown in the picture above. [Remember, the **Close** button closes the Add Score Column Screen without making any changes.]

You can add a maximum of 10 test categories and 99 score columns, including column subtotals.

**Step Six: Create/Scan an Answer Key**

To create an answer key, click on the **Keys** tab.

![Keys Screen](image)
In the category list, highlight the item for which you are creating the key and then, in the version list, highlight the version. If you are giving four versions of the same test, you will need four different keys – one for version A, one for version B, and so on. If you are only giving one version of your test, remove the other versions from the version list by highlighting each version individually and clicking on the **Remove** button.

You are now ready to create your key, and there are two ways to do this:

1. Scanning an answer key from a Scantron form. (**HIGHLY** recommended, but your computer must be physically connected to a Scantron scanner for this to work.)
2. Manually entering the answer key on your keyboard

**To scan an answer key from a Scantron form**, take a Scantron form and bubble in the correct answers. In the “Test Form” area of the key, bubble in the appropriate letter for that key (“A” for the key to version A, “B” for the key for version B, and so on). You must key in a letter in the Test Form area of each key.

Place your key in the Scantron machine.

Then, click on the red **Scan Keys** button on the Keys tab.

Scantron uploads the form definitions from the server to the scanner.

*Figure 15*
**Uploading Form Definitions**
and then scans your answer key.

*Figure 16*
Scanning Keys

When the scan is complete, press the red **End** button on the front of the scanner to stop the scan. This returns you to the **Keys** screen.

*Figure 17*
Keys Screen

You can manually edit any question’s answer, point value, or penalty points by clicking on the appropriate cell. You can also edit points and penalty by clicking on the **Edit Points and Penalty** icon.
[OPTIONAL] Manually entering an answer key is an alternative to scanning a key.

To manually enter an answer key on your keyboard, click on the Edit Answer Keys button.

The Edit Answer Keys dialog box appears.

![Figure 18: Edit Answer Keys Dialog Box]

Click on the Add button, enter the number of questions you would like to add, and click on the OK button.

![Figure 19: Add Answer Keys Dialog Box]
The **Edit Answer Keys** dialog box reappears, this time with the number of questions you just added.

**Figure 20**  
*Edit Answer Keys Dialog Box*

Click on any cell to edit that cell’s contents. When you are finished, click on the **OK** button.
Step Seven: Score Student Quizzes

Click on the Scoring tab to open the Scoring screen.

Make sure to check **Inspect Multiple Marks** and **Inspect Omitted Marks**. This stops the grading process if the scanner encounters any forms that have multiple or omitted marks, giving you the opportunity to inspect and, if necessary, correct these common student errors.

Check **Auto Enrollment** for the first test that you give in each class. This will automatically enter the students in the roster. On all subsequent tests, **Auto Enrollment** should be unchecked.

Place the form in the scanner, next click on the red **Score** button.

Scantron will, once again, upload the form definitions from the server to the scanner. Then it will begin scanning your forms.
The two most common errors that may occur during a scan are **enrollment errors** and **grading errors**.

An enrollment error occurs when a student enters an invalid student id. By default, Scantron only accepts 9 digit student ids. When Scantron encounters an invalid ID (or one that is blank), it stops the scan and displays an edit screen.

![Edit Student ID Dialog Box](image)

Correct the student id, and then click on the **OK** button. On the next screen, click on the **Continue** button.

A **grading error** occurs when a student either omits an answer or bubbles in multiple answers for the same question. When either of these errors occur, Scantron stops the scan and displays the following error message.

![Multiple and Omitted Marks](image)

Examine the student’s test form. If the student did indeed omit an answer or bubble in multiple answers, click on the **Continue** button to continue grading the other students’ tests. However, if the scanner was unable to read the student’s answers and you’d like to manually change those answers, click on the **Edit** button.
The Edit screen appears.

![Edit Student Response Dialog Box](image)

Edit the student’s answers, then click on the OK button. This returns you to the error screen. Click on the Continue button to continue scoring the other students’ exams.

When your scan has completed, click on the red End button on the front of the Scanner. This returns you to the Scoring screen.
Step Eight: Review your students’ results

Click on the Roster tab to see the students’ results.

Figure 25
Roster
Step Nine (optional): Print Results

To print the grades of all students on one spreadsheet, select the Roster Report
Reports > Roster Report... This opens the dialog box below. Select your desired
options.

The printed report will list all the students and their quiz scores.
To print individualized student test reports, go to **Reports > Student Test Report**

The student test report provides details about students’ answers to individual test questions.
This opens the Student Test Report dialog box.

In the **Category** column, choose the quiz or exam whose test reports you would like to print. Choose **Standard Test Report** and **Two Student Reports Per Page**. This prints two test reports on each page, conserving paper.

You can sort the student test reports by student ID, last name, student name, or student score. You can also cross out up to five digits in each student’s ID from either the left or the right.

Finally, check **Print Answer Keys** and then click on the **Print** button. This will print an individual score sheet for each student showing both the key and the student’s answers for each question.

Note: To preview the report before printing, click the **Preview** button.
Step Ten (optional): Export Results to Excel

To export the grades, go to Options > Export Wizard

Figure 30
Options > Export Wizard

This opens the Export Wizard dialog box. Select Excel 5.0 (XLS) from the File Type drop down menu. Click the Export button.

Figure 31
Options > Export Wizard

This opens the Save As dialog box.
**Figure 32**  
*Options > Export Wizard*

**Change** the **Save in:** location to the desktop OR to your USB flash drive (1).

Name the file in the **Save export** box (2) then click Save.

**Figure 33**  
*Options > Export Wizard*